



NATIONAL ENDOWMENT FOR THE ARTS

AN OVERVIEW OF GRANTS.GOV / SAM / DUNS

Revised September 2012

This document provides an overview of several related Federal database systems that are used by NEA applicants and grantees. The information in these systems helps share and validate information related to Federal grants and contracts. Because these systems pull information from one another, their successful interaction depends on constituents' ongoing maintenance of the data in each account.

1. **GRANTS.GOV**

All applications for federal funding are submitted through **Grants.gov**, the government-wide application portal. Any individual submitting an application on behalf of an organization must maintain a Grants.gov account. Grants.gov requires you to change/update your passwords every 90 days.

For **Grants.gov** help, contact support@grants.gov or call 800-518-4726.

2. **SAM: System for Award Management (formerly CCR)**

All Federal award applicant and recipient organizations must maintain an active registration in **SAM** (the System for Award Management, formerly known as the Central Contractor Registration*). This registration must be current at the time of application via Grants.gov and throughout the life of the grant. "Entity" registrations in SAM are valid for one year, but can be updated more often if there are changes to your organizational information. It is especially important to keep the Points of Contact (POCs) updated, as expiration reminders are sent to the e-mail addresses on file. (It's also important that one individual is not listed for all POC options; if that individual leaves your organization and your registration has expired, you will have to provide extensive documentation in order to renew your organization's account.)

To check your SAM status, go to www.sam.gov. Enter your organization's name or DUNS in the Search field. (Note: if you have opted not to allow your organization's information to appear in the public search, it will not be visible unless you log into the system.) Keep in mind that although the organization has one "Entity" record, you may create multiple "User" accounts for different employees to manage the organization's registration. Creating or updating your personal user information such as your password or e-mail address does not update the organization's record. Also note: although you provide your organization's financial information during registration, the NEA does not use this information to process grant payments; you must provide it separately with each payment request.

For **SAM** help, visit the Federal Service Desk at www.fsd.gov or call 866-606-8220.

3. **DUNS**

Your **DUNS** (Dun & Bradstreet) record does not require annual updates but should be monitored to ensure that it is accurate, as SAM pulls certain data including an organization's address, from this system. To check, go to <http://mycredit.dnb.com/search-for-duns-number/>. Note: organizations may have more than one DUNS, as a separate registration is required for each business location. You must use the same DUNS as you used to apply for NEA funding.

For **DUNS** help, call 866-705-5711 or e-mail govt@dnb.com.

Juggling these multiple accounts (with different user names, passwords, and expiration dates) may seem daunting but the process can be fairly simple if you follow these recommendations:

- Make sure that the data in each system is *exactly the same* as what is listed in the others. Even minor differences in a name or address may cause problems down the road. For example, if you are listed with the IRS as "Museum of Contemporary Art" at the address "555 Museum Street North", but in DUNS you are listed as "The Museum of Contemporary Arts" (note the plural) at "555 N. Museum St.", the systems may not be able to successfully match and validate your organization's information.
- Keep a record of your accounts, passwords, and expiration dates in a secure place. Note any special password requirements (length, special characters, etc.)
- Make sure at least two staff members have access to any particular system, so that all notifications are received in the event of staff turnover. It is especially important to keep the Points of Contact in SAM current, as they control user permissions for submission of applications via Grants.gov.
- Last but never least: **do not wait until a deadline is near to check your status**. Information in SAM is pre-populated from your DUNS record, and can only be updated by going first to DUNS and then waiting for the update to synchronize with SAM. Your SAM registration also must undergo IRS validation to confirm your Taxpayer name and TIN matches what was reported to the IRS on your most recent tax returns; this can take an additional 24 to 48 hours. Similarly, your Grants.gov registration is contingent upon your current SAM account; and if you are a new Grants.gov user, you will have to be authorized by one of the Points of Contact listed in SAM before you can apply. It can take several days for all of these systems to synchronize, so allow plenty of time for that to happen.

** The System for Award Management is the result of the combination of eight federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. The integration of CCR into SAM took place at the end of July 2012.*